

## **BUILDING AND MAINTENANCE**

Fiscal Year 2005

The major goal of the Building and Maintenance Department is to maintain a healthy, comfortable and productive building environment for all who work in and use our facilities. This requires continually doing preventive, corrective and deferred maintenance on the following buildings: Town Hall, Amherst Police Facility, Bangs Community Center, Amherst Community Childcare Center, the Old North Amherst School, and Munson Library, with shared responsibility for the Boltwood Walk Parking Garage.

These tasks are accomplished by a team of six (6) full-time people (including myself) and one (1) permanent part-time person (25 hours weekly). This is a decrease from seven full-time people and three part-time people two years ago.

The obvious task of the maintenance team is to keep the buildings and grounds clean and ready for use at all times. This includes doing whatever may be needed by staff, committees or other user groups. Cleaning and setups consume the major portion of the daily work schedule at the Town Hall, Police Facility, Bangs Community Center and the Munson Library. In the remaining buildings, the cleaning tasks and everyday maintenance are accomplished by the primary users or renters. The major maintenance is taken care of by this department.

The less obvious tasks, but in many cases the more important, are those concerned with maintenance of the various components of the building themselves. These encompass a broad range of daily, weekly, monthly, and yearly inspections and tasks, including responding to all emergencies, 24 hours per day. Following is a brief summary of the general categories involved: foundations and structural work; roofing; interior finishes including ceilings, walls and floors; elevators; electrical systems including lighting, motors, batteries; computer-operated energy management systems; distribution systems; special systems such as emergency lighting, fire alarm and security systems; landscaping; and last, but most importantly, the mechanical systems, which include heating, ventilation and air-conditioning (HVAC), plumbing, sprinkler, emergency generators and automatic ADA doors.

In addition, this year we have replaced roofs on the south side of Bangs Community Center and the west end of North Amherst School. We also rebuilt the compressor for the AC unit that cools the LSSE part of Bangs Community Center.

Putting all of this together into a workable, efficient daily operation requires planning, maintenance strategies, budgeting, record keeping, public relations and in general, a good facilities manager, with a great crew to work with.

Ray Lemek, Director